

ADMINISTRATIVE-INTERNAL USE ONLY**ROUTING AND RECORD SHEET**

STAT	SUBJECT: (Optional) Continuation of Contract Employment of Annuitant- 			
STAT	FROM: 	EXTENSION	NO. FBIS-1708/85	
STAT	Director, Foreign Broadcast Information Service 1013 Key		DATE 6 NOV 1985	
	TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED		OFFICER'S INITIALS
	1. DDS&T 6E45 HQS			Attached Memorandum requests approval to renew part-time contract of a U.S. Government annuitant at our Tokyo Press Monitoring Unit.
	2.			
STAT	3. OP/CAD 			
	4.			
STAT	5. D/OP 			
	6.			
	7. D/FBIS 1013 Key			
	8.			
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	13.			
	14.			
	15.			

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FBIS-1708/85

6 NOV 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM: [REDACTED]
Director, Foreign Broadcast Information Service

SUBJECT: Continuation of Contract Employment of Annuitant -

1. In accordance with [REDACTED], this memorandum recommends your approval for FBIS to renew the contract of [REDACTED] for a period of 1 year as a part-time contract employee. [REDACTED] is a former intelligence clerk for the U.S. Army at Camp Zama, Japan, who retired in October 1984.

2. FBIS has a translation unit located [REDACTED], Japan, staffed by 1 FBIS careerist [REDACTED], and [REDACTED] independent contractor translators.

3. [REDACTED] serves as a part-time administrative assistant and provides editorial review of translations submitted by the translators. She is uniquely qualified in that she possesses a high level of Japanese language capability and has sound editorial skills. FBIS requests permission to renew [REDACTED] contract.

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SUBJECT: Continuation of Contract of Employment of Annuitant -

STAT

CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

Date

STAT DDS&T/FBIS/Admin/Pers [] (22 Oct 85)

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